

HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

Please log into your account at www.lobbying.scot.

1. Access your 'draft' Information Returns by choosing Information Return History on the top tool bar.
2. Tick the Show returns not submitted box and then Click the **Search** button at the foot of the screen (see **Image 1** below).

Image 1

The screenshot shows a web browser window with the URL <https://www.lobbying.scot/SPS/InformationReturn/History>. The page title is "Information return history". Below the title, it says "All fields are optional". The form contains the following fields:

- Role of the person lobbied: A dropdown menu with "Please select" as the current selection.
- Name of the person lobbied: A dropdown menu with "Please select" as the current selection.
- Lobbying Activity: A text input field with "Purpose of the lobbying" as the placeholder text.
- Start date: A date picker field with "dd/mm/yyyy" as the placeholder text.
- End date: A date picker field with "dd/mm/yyyy" as the placeholder text.

Below the date fields, there are four checkboxes for filtering the results:

- Show All: ☐
- Show returns not submitted: ☒
- Show submitted returns awaiting verification: ☐
- Show published returns: ☐
- Show nil returns: ☐

A purple "Search" button is located at the bottom left of the form area.

On the right side of the page, there is a "Information return history guidance" box. It contains the following text:

Information return history guidance

You can search your own information returns using the form on this page.

Your search can be focused on a single field (e.g. the name of the person lobbied) or a combination of more than one field (e.g. dates and the purpose of the lobbying).

You can search for returns that have been saved but not submitted,

The bottom of the page features a footer with links for Copyright, Contact us, Terms and Conditions, Privacy Policy, and Accessibility. The Windows taskbar at the very bottom shows the time as 13:21 on 13/06/2019.

HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

3. Your draft Information return(s) will then show on screen (see **Image 2**). If you have more than one return, then the Bulk submit returns option appears (see Image 2).
4. Tick the box next to all the Information Returns you wish to submit and click **Submit Information Return**.

Image 2

Start date

dd/mm/yyyy

End date

dd/mm/yyyy

Show All

☐

Show returns not submitted

☒

Show submitted returns awaiting verification

☐

Show published returns

☐

Show nil returns

☐

Search

Date of lobbying activity	Information return summary	Bulk submit returns
12/06/2019	lobbying.scot/return/1169/	<input checked="" type="checkbox"/>
03/06/2019	lobbying.scot/return/1163/	<input type="checkbox"/>
03/06/2019	lobbying.scot/return/1167/	<input checked="" type="checkbox"/>
10/05/2019	lobbying.scot/return/1164/	<input checked="" type="checkbox"/>
11/04/2019	lobbying.scot/return/1165/	<input type="checkbox"/>
21/11/2018	lobbying.scot/return/1166/	<input checked="" type="checkbox"/>
21/11/2018	lobbying.scot/return/1168/	<input type="checkbox"/>

Submit Information return

VERY IMPORTANT: PLEASE ONLY SELECT THE INFORMATION RETURNS THAT YOU ARE SURE ARE FINAL VERSIONS AND NOW NEED TO BE SUBMITTED TO THE LOBBYING REGISTER TEAM.

HOW TO SUBMIT INFORMATION RETURNS USING THE 'BULK UPLOAD' FEATURE

5. You will see a notification as per the following screenshot (**Image 3**) to confirm that this has been actioned.

Image 3

The screenshot displays the 'Information return history' page on the Scottish Parliament's Lobbying Register. The page header includes the Scottish Parliament logo and navigation links. The main content area is titled 'Information return history' and contains a notification: 'Information Return Submitted'. Below this, a message states: 'Your Information Return(s) are now submitted to the Lobbying Register Team for checking. The team may email you looking for further clarification or to provide feedback on necessary changes required, before a return can be published. Please make sure you check your organisation's registered email account regularly and reply promptly to any queries.'

Below the message, there are search filters:

- Role of the person lobbied:** A dropdown menu with 'Please select'.
- Name of the person lobbied:** A dropdown menu with 'Please select'.
- Lobbying Activity:** A text input field with 'Purpose of the lobbying'.
- Start date:** A date picker with 'dd/mm/yyyy'.
- End date:** A date picker with 'dd/mm/yyyy'.

Below the filters, there are checkboxes to filter the results:

- Show All ☐
- Show returns not submitted ☒
- Show submitted returns awaiting verification ☐
- Show published returns ☐
- Show nil returns ☐

A 'Search' button is located at the bottom left of the filter section.

On the right side, there is a 'Information return history guidance' box with the following text:

- You can search your own information returns using the form on this page.
- Your search can be focused on a single field (e.g. the name of the person lobbied) or a combination of more than one field (e.g. dates and the purpose of the lobbying).
- You can search for returns that have been saved but not submitted,